

ADMINISTRATIVE - INTERNAL USE ONLY

PROD-5

16 January 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with DD/S&T re Graphic Support from CD/BI

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1. I met with [REDACTED] and an administrative-type (name unknown), this date, to discuss OBI's proposed cutback in certain types of support to the units in DD/S&T. Involved are those "graphic" items that essentially require no graphic skill but do need prepublication attention. OBI proposed that we be relieved of this support assistance to DD/S&T and they expressed the following reaction:

a. The decision to withdraw this type of support was too sudden.

b. They, too, have a man-hour problem.

c. They lack the clerical (or sub-professional) types that could be assigned this type of work -- result, high-level professionals would be required to perform the duty.

2. My reaction to their concern can be summarized as follows:

a. This whole proposal is a minor problem and does not involve major allotment of man-hours.

b. OBI, also, has man-hour problems and high-level professionals have been doing this type of work for several years for DD/S&T.

c. We most emphatically do not plan to reduce our graphic support to them. We will continue to provide it within the limits of our capability. Our concern involves only those items that a publications staff should be handling.

3. After discussion, the following was agreed to by all concerned:

a. DD/S&T will investigate the possibility of assigning a slot to this type of work within their publication area.

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b. OBI will assist in every way possible to help them help themselves.

c. DD/S&T will go directly to PSD with as much of this type of work as possible, thus relieving CD/BI of being a "middleman."

d. For the immediate future, CD/BI will continue to assist to a maximum. Long series of graphic items for a single report will not be broken up, but rather be done by Cartography. In other words, anything in the "gray zone" CD/BI will do.

4. The overall discussion was most friendly with DD/S&T expressing much appreciation for support from CD/BI. I assured them we appreciated their cooperation and would continue to do all in our power to make their publications of high quality with meaningful and effective graphics.

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Deputy Director of Basic Intelligence

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